

# Tenant Fees Schedule

## New Assured Shorthold Tenancies (ASTs) signed on or after 1 June 2019

Holding Deposit (per tenancy)	<b>One week's rent.</b> This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor (s) withdraws from a tenancy, fails a Right-to-Rent check, provides materially significant false or misleading information, or fails to sign their tenancy agreement (and/ or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreement in writing).
Security Deposit (per tenancy. Rent under £50,000 per year)	<b>Five weeks' rent.</b> This covers damages or defaults on the part of the tenant during the tenancy.
Security Deposit (per tenancy. Temt of £50,000 or over per year)	<b>Six weeks' rent.</b> This covers damages or defaults on the part of the tenant during the tenancy.
Unpaid Rent	Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.
Lost Key(s) or other Security Device(s)	Tenants are liable for the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement key for the tenant, landlord and any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).
Variation of Contact (Tenant's Request)	<b>£50 (inc. VAT) per agreed variation.</b> To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
Change of Sharer (Tenant's Request)	<b>£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.</b> To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.
Early Termination (Tenant's Request)	Should the tenant wish to leave their contract early, they shall be liable for the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

## Existing Assured Shorthold Tenancies (ASTs) and all Assured Tenancies

Before you move in	During your tenancy
<p>Set-up Fees (Tenant's Share): £492.00 (inc. VAT) per tenancy. Referencing for up to two tenants (ID checks, Right-to-Rent check, financial credit checks, obtaining references from current or previous employers/ landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the signing of the tenancy agreement.</p> <p>Additional Tenant Referencing Fees: £96.00 (inc. VAT) per tenant. As Set-up Fees above for additional tenants</p> <p>Guarantor Fees: £0.00 (inc. VAT) per guarantor. Covering credit referencing and preparing a Deed of Guarantee (or as part of the Tenancy Agreement).</p> <p>Permitted Occupier Fees: £0.00 (inc.VAT) per permitted occupier. Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord.</p>	<p>Renewal Fees (Tenant's Share): £45.00 (inc. VAT) per tenancy Contract negotiation, amending and updating terms and arranging for the signing of a further tenancy agreement.</p> <p>Variation of Contract Fees: £300.00 (inc. VAT) per request. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.</p> <p>Change of Sharer Fee: £300.00 (inc. VAT) per replacement tenant. To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.</p>

## Existing Assured Shorthold Tenancies (ASTs) and all Assured Tenancies (continued)

Before you move in (continued)	Ending your tenancy
<p>Inventory Fees: See attached Schedule. Dependant on the number of bedrooms and/or size of the property and any outbuildings.</p> <p>Accompanied Check-in Fees: £0.00 (inc. VAT) per tenancy. Attending the property to welcome the tenant(s), confirm the Inventory and Schedule of Condition, explain the operation of appliances, highlight the location of utility meters, stop-cocks etc. and test all smoke alarms and carbon monoxide detectors are present and in working order. This is subject to an approved Inventory as above.</p> <p>Pet Deposit: Additional Security Deposit of £300.00 to cover the added risk of property damage. This will be protected with your security depository in government-authorised scheme and may be returned a the end of the tenancy.</p>	<p>Check out Fee (Tenant's Share): £150.00 (inc. VAT) per tenancy. Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit.</p> <p>Early Termination: £300.00 (inc VAT) per tenancy plus all rent due under the tenancy until the start date of the replacement tenancy. Should the tenant wish to leave their contract early, they shall be liable to the landlord's cost in re-letting the property. These costs will be no more than the maximum amount of rent outstanding on the tenancy.</p> <p>Future Landlord Reference Fee: £25.00 (inc. VAT) per request. Collating information and preparing a reference for a future landlord or letting agent.</p>

### Other Fees and Charges

Lost Key(s) or other Security Device(s): £20.00 (inc. VAT) plus item cost. Obtaining necessary permissions, sourcing providers and travel costs.

Out of Hours Service: £50.00 per hour (inc. VAT) plus any actual costs incurred. Where actions of the tenant results in the agent (or nominated contractor) attending the property, their time to remedy the situation is charged at the prevailing rate.

Rent Arrears/ Returned Payments: £0.00 (inc. VAT) per letter, telephone call or email requesting payment plus interest at 8% above Bank of England Base Rate from Due Date until paid on any outstanding sums in order to cover the agent's cost associated with chasing unpaid rent.

Duplicate Document(s): £0.00 (inc. VAT) per document to cover the agent's costs associated with providing additional copies of any paperwork (tenancy agreement, Inventory, Schedule of Condition etc.) when requested by tenant.

Please ask a member of staff if you have any questions about our fees



Independent redress provided by:  
The Property Ombudsman



Tenancy deposit scheme:  
My Deposits

We are members of Client Money Protect (CMP) Scheme